

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DEPARTMENT OF CHILDREN AND FAMILIES  
AND  
UNIVERSITY OF CONNECTICUT SCHOOL OF SOCIAL WORK**

**Fiscal Year 2011-2012**

Agreement made between the Department of Children and Families (hereafter referred to as DCF) acting herein by its Commissioner and University of Connecticut (hereafter referred to as UConn) acting herein by the Executive Director, UConn Office of Sponsored Programs.

WHEREAS DCF seeks to encourage DCF staff, community mental health providers, adoption service providers, and private practitioners serving DCF clients to pursue training in post-adoption competencies that will enhance staff service delivery skills and improve the quality of services for foster and adoptive children and families.

WHEREAS UConn offers a continuing education program and is in a unique position to provide this education and fulfill this training need.

WHEREAS UConn faculty possess and have access to experts who have advanced knowledge in education regarding child welfare programs and policies in post-adoption competencies.

WHEREAS DCF employees accepted into the program and approved by DCF who need post-adoption competencies will receive the necessary release time during the work week to complete a training certificate program.

WHEREAS DCF staff, community mental health providers, adoption service providers, and private practitioners (hereafter participants) serving DCF clients who undertake the training will hold a masters degree such as MSW, MCW MFT or other relevant degree.

WHEREAS participants will undertake the full training including sessions taking place at UConn and Southern Connecticut State University with local, regional or national guest speakers.

NOW, THEREFORE, the parties agree as follows:

DCF and UConn agree to:

1. Collaborate in offering a post-masters program in post-adoption competencies.
2. Recruit a cohort of not more than 18 participants to be selected by a steering committee with representation from DCF, UConn and SCSU. Half of the participants will be DCF employees and the other half will be from the community. DCF will conduct the recruitment process for the DCF employees and UConn and SCSU will conduct the

recruitment process for the community participants. The committee will then make the final selection of 18 participants.

3. Update curriculum, as needed.
4. Recruit and select trainers and contractors with input from the steering committee.
5. Provide two days of consultation by the UConn Faculty Coordinator to the DCF Training Academy.
6. Review the program and collaborate on plans for subsequent years.

Either party may amend or dissolve this Agreement by giving thirty (30) days written notice to the other party. The term of the Agreement shall be from October 1, 2011 until June 30, 2012.

DCF agrees to:

1. Authorize and transfer funding during the period October 1, 2011 through June 30, 2012 in an amount not to exceed \$45,133.00 to UConn for the purpose of administering a post-master's certificate in post-adoption competencies, including the delivery of courses and administration of the program.
2. Pay UConn the funds indicated in paragraph 1 above upon submission and approval by DCF of a service transfer invoice. Funds for the first half, totaling \$22,567.00, shall be transferred on or about January 1, 2012. Deliverables for the first payment will be the completion of the first half of the course offerings. Funds for the second and final payment of \$22,566.00 shall be transferred on or about June 1, 2012. Deliverables for the second payment will be the completion of the course offerings.
3. Recruit up to nine participants from Area Offices and Facilities using a competitive recruitment process. Employees of DCF must be in good standing to participate. Final selection of participants will be by a committee with representation from DCF, UConn and SCSU.
4. Assist in the identification of possible trainers.

UConn agrees to:

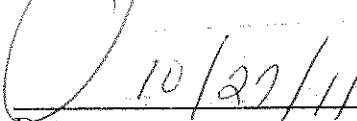
1. Institute a Memorandum of Agreement (MOA) with Southern Connecticut State University (SCSU) so that SCSU can participate as a collaborator in the implementation of this post-masters certificate program.
2. Hire and maintain appropriate staff to administer the program.
3. Develop curriculum in collaboration with DCF and SCSU.

4. Select service provider contractors for curriculum material and provision of curriculum.
5. Administer the program, including offering 45 hours to a cohort of 18 students, alternating sessions between UConn and SCSU and providing space for training and food for participants with a start date on or about October 17, 2011 for the first curriculum session.
6. Market the program, recruit and select participants who will not be drawn from the DCF employee pool.
7. Together with SCSU, develop and enforce a participant attendance policy needed for successful completion of the program. The attendance policy shall address hours and sessions missed by participants.
8. Administer an educational capstone experience for all participants.
9. Grade and report back (in the aggregate) on assignments which will be used to measure achievement of certificate program competencies.
10. Provide for make-up sessions due to inclement weather or trainers' illness. Trainers must keep attendance and encourage participants to participate fully.
11. Create and distribute certificates of completion and certificates of attendance.
12. Provide social work Continuing Education Credits (CEC) to participants who meet the criteria.
13. Develop, administer and analyze student evaluation of the program.
14. Provide DCF with an End-of-Year Program Report, due August 1, 2012. This report shall include information about UConn and SCSU activities and the number of students, trainers, contractors and others that participated in the program. This report will provide information on program progress and program participants including the names of participants who have completed the program.
15. Provide DCF with detailed fiscal reports at the time of payment which shall include (a) the total funds transferred from DCF, and (b) expenditures made by UConn.
16. Keep full and accurate books and records with respect to all funds. These records shall be subject to monitoring, inspection, review and audit by authorized employees of DCF. UConn shall retain all such records for a period of three (3) years after completed audit.
17. Provide to DCF any information pertaining to the use of funds as may be required from time to time for the preparation of reports, information requests and renewal applications.

SIGNATURES

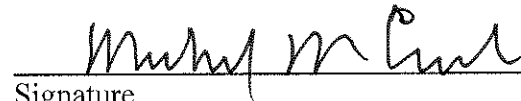
DCF

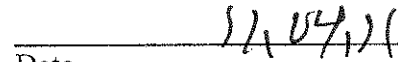
  
Signature

  
Date

Joette Katz, Commissioner

UConn

  
Signature

  
Date  
Michael M. Crouch, Ed.D., M.B.A.  
Executive Director  
Office for Sponsored Programs

Name & Title